



Town of Fort Myers Beach

Town Manager's Weekly Report July 4, 2014 through July 10, 2014

Note: *The following group of departmental reports covers the period from Friday of the preceding week through Thursday of the current week. These reports provide a brief summary of departmental activities most often related to issues or actions of specific interest. It is not, nor is it intended to be a detailed or exhaustive list of every activity happening within our Town. This is provided to the Mayor and Council in order to help them remain better informed. In turn, the Council has asked staff to post the reports on the Town's website for the benefit of our residents and businesses.*

Department of Community Development (DCD) Events

Submitted by Planning Coordinator:

- Along with Town Manager, Public Works Director and Building Safety Services Coordinator, met with John Richard and his architect and engineer to discuss building permit plans for 320 Old San Carlos.
- Along with Town Manager, met with Howard Freidin, attorney representing the owner of Winds and Mango Bay, to discuss what steps may be taken to improve the flood insurance rate maps and move the commercial properties in and around Times Square out of the VE zone.
- Continued preparation of staff report for Edison Beach House CPD amendment.
- Intake and preparation of DEP Coastal Setback Consistency letter for a pool at 30 Gulf Beach Road.
- Issuance of a Temporary Use Permit for a temporary parking lot at 4901 Estero, to be used by Kahlua Beach Club while their property landscaping is being updated.
- Met with Amy Hoyt from Lee County GIS to obtain 2014 aerials for use in the GIS program, and the 2014 version of the ARM360 damage assessment software for use in the field if there is a disaster event.
- Along with Town Clerk, met with Jaime Huffman and Bud Nocera to discuss the history of signage approvals at the Lani Kai Island Resort.

Building Permitting Activity: 07/04/14 THROUGH 07/10/14

• New Applications	41
• Permits Issued	40
• Permits Approved, Not Issued	12
• Applications Reviewed & Approved	52
• Applications Under Review	19
• Inspections Performed	81
• Permits Finaled	17
• Contract Registrations/Renewals	6
• Plan Reviews by Comm. Dev.	89

To: Don Stilwell, Town Manager
From: Evelyn Wicks, Finance Director
Date: July 10, 2014
Re: Weekly Activities

We worked on the following projects and activities for the week of July 7, 2014 to July 10, 2014:

FINANCE

A bank deposit was made and the revenue was entered and posted in the accounting system. We processed an accounts payable check run. We continued working on June month end, including reconciling the Donation and Emergency Accounts. Credit card revenue was reconciled, coded and entered in the accounting system.

HUMAN RESOURCES

We received several applications for one open position.

BUDGET

The Town received the revenue estimates from the State for Sales Tax and Communications Tax. I have added them to the budget document for the 18th work session. The net effect of the two items was approximately \$5,000 less than the proposed budget.

INSURANCE

We continue to monitor several open claims. I am working on the environmental pollution liability policy renewal for FY 2015.

To: Don Stilwell, Town Manager
From: Paul Rapp, Aquatics Supervisor
Date: July 11th, 2014
RE: Weekly Report July 5th-July 11th

ADMIN:

- We had one more entry in the parade this year compared to last year.
- T-shirt sales exceeded expectations.
- The first year of the Hot Dog eating contest was a success.
- Staff wants to thank all the staff and volunteers who helped with the 4th.

ATHLETICS:

- Youth Basketball League started June 28th.
- Adult Coed Softball League starts August 14th.

YOUTH:

- Summer Camp is full.
- Summer Camp has 5 CITs.
- There was a field trip to Fish Tale Marina on Wednesday, July 9th.
- There is a trip to FMB Library on Friday, July 11th.

SENIORS:

- There will be an Out to Lunch Bunch trip to Shell Point on July 23rd.

AQUATICS:

- Weekday Session Three of swim lessons will start on Monday, July 14th. This will be the last session of weekday swim lessons for 2014.
- There is a Family Fun Night on Friday, July 11th from 6pm to 8pm.

CULTURAL RESOURCES:

- There was a volunteer meeting at Newton Park on Friday, July 11th.
- There was a special CELCAB meeting on Thursday, July 10th.

Public Works Department

Week of July 4, 2014 – July 10, 2014

Special Events This Week:

1. Sunset Celebration at Times Square – July 11-12, 2014 from 4:00 p.m. – 9:00 p.m. Live Music.
2. Float For Life at 275 Estero Blvd, Pink Shell - July 13, 2014 from 8:00 a.m. to 11:00 a.m.
3. Wedding –Mannela Baumgartner and Andreas Baumgartner – 4360 Estero Blvd. on the Beach.

Special Events Received:

1. 4th Annual Pawsitively Amazing Howl'oween Pet Parade at 7225 Estero Blvd., Santini Marina Plaza – October 18, 2014 from 9:00 a.m. to 3:00 p.m.
2. 4th Annual Seafood Festival at 7225 Estero Blvd, Santini Marina Plaza – November 1, 2014 from 9:00 a.m. to 2:00 p.m.
3. 4th Annual Beach Christmas Community Celebration at 7225 Estero Blvd., Santini Marina Plaza – December 13, 2014 from 9:00 a.m. 2:00 p.m.
4. Santini Do Wop Festival at 7225 Estero Blvd., Santini Plaza – January 10, 2015 from 9:00 a.m.to 2:00 p.m.
5. 4th Annual Fort Myers Beach Got Talent at 7225 Estero Blvd, Santini Marina Plaza – February 7, 2015 from 9:00 a.m. to 2:00 p.m.
6. 4th Annual Smokin' in the Mangroves at 7225 Estero Blvd., Santini Marina Plaza – March 7, 2015 from 10:00 a.m. to 3:00 p.m.
7. 3rd Annual Santini Marina Plaza Classic Car Cruise at 7225 Estero Blvd., Santini Marina Plaza - April 4, 2015 from 9:00 a.m. to 2:00 p.m.
8. 3rd Annual Celebrating Mom at Santini Plaza at 7225 Estero Blvd., Santini Marina Plaza – May 9, 2015 from 9:00 a.m. to 2:00 p.m.
9. Santini Marina Plaza Fresh Market at 7225 Estero Blvd. – November 4, 2014 thru March 31, 2015 every Tuesday from 9:00 a.m. to 1:00 p.m.
10. Wedding – Dirk Ludwig and Constance Roesel at 4360 Estero Blvd. on the Beach – August 8, 2014 from 10:30 a.m. to 12:00 noon.
11. 5th Annual Paint the Beach at 7205 Estero Blvd. – November 3-9, 2014 all day.

Public Services Supervisor

- Collected Lease Agreements at Mooring Field. Verify collected monies/receipts and turned into Finance. Enter in data for June and July spreadsheets.
- Processing applicants for upcoming Special Events.
- Follow up for tasks completions of PW and Civic requests.
- Inspect drainage problems on Lovers Ln. to determine possible solutions.
- Collection and review of Mooring Field daily log sheets and Harbor Master daily work tasks.
- CodeRED training for new staff administration.
- FEMA update certifications for staff.
- Registration/store 2014 Re-entry passes in TRAKiT.
- Processing Special Event applications and enter data into TRAKiT system.

Administration

- Reception desk coverage throughout the day as needed and at lunch while still performing regular duties.

- Prepared invoices for signatures.
- Logging in of 2 building permit.
- Entered building permits into TRAKiT and gave to designee for review.
- Returned phone calls from residents regarding various inquiries.
- Entered personal cell phone data/payments and submitted payments to Finance.
- Downloaded Re-Entry permits from Pass e-mail.

Projects

- MH Restoration – Nothing new to report.
- Estero Blvd. Improvements Project – Nothing new to report.
- Newton Park Seawall Rehabilitation – Nothing new to report.
- Mound House Pier – Nothing new to report.
- Phase I Water Distribution System – Nothing new to report.
- Times Square Utility Evaluation – Nothing new to report.
- North Estero Underground Utilities – Nothing new to report.

To: Don Stilwell, Town Manager
From: Michelle Mayher, Town Clerk
Date: July 10, 2014
Re: Departmental Report

From the Clerk's Office

Miscellaneous

The front desk reception greeted **113** guests: **13** with general inquires and **29** Re-Entry Pass applications, **12** for Community Development, **59** for Building Services, **0** for Public Works, and **0** for Parks & Recreation.

Directed **141** phone calls: **33** for general information and **7** for Re-Entry Pass process, **27** for Community Development, **51** for Building Services, **17** for Public Works, and **6** for Parks & Recreation

From the Contracts Manager's Desk:

- STA #1, Woodard & Curran, SPA-10-08-PWU (renewal)—Being reviewed by new Public Works Director.
- ITB-13-14-PW Observation Pier—With Consultant for final review prior to being released. Fowler Construction to provide building costs in the coming weeks.
- RFQ-14-07-CD Coastal Engineering Consulting. Currently out for bid. Bids due July 16, 2014.
- RFP-14-09-AD Technical Support Services. Updating current equipment lists with current contractors. To go out for bid in the coming weeks.
- ITB-14-12-PW – Newton Park Seawall Replacement re-bid. With consultant for changes to the construction plans arising from the original bid process.
- SPA-14-14-PW – Karras Painting Co. Waiting for signed contract from Contractor. Painting of light post / clock tower in Times Square.
- RFQ-13-08-PR Fowler Construction Change Order 012 – waiting for signatures

Committee	Last name	First name	Term Expiration
AAC	Beasley	Robert	expires October 2014
AAC	vacancy (<i>Butzer</i>)		expires October 2015
AAC	Lawwill	Ted	expires October 2014
AAC	Light	Katherine	expires October 2014
AAC	Lurie	Sam	expires October 2014
AAC	vacancy (<i>Scott</i>)		expires October 2015
AAC	Trantina	Gerry	expires October 2015
Audit	Cote	Richard	expires October 2017
Audit	Hughes	Daniel	expires October 2017
Audit	Lombard	Edward	expires October 2015
Audit	Rodwell	James	expires October 2015
Audit	Steele	James	expires October 2015

BORCAB	Bodnar	Becky	expires October 2014
BORCAB	Myers	Tom	expires October 2015
BORCAB	Anderson	Dave	expires October 2015
BORCAB	Raymond	Bryan	expires October 2014
BORCAB	Simpson	Betty	expires October 2014
BORCAB	Sprole	Rae	expires October 2015
BORCAB	LaMarca	Peg	expires October 2015
CELCAB	Hill	Barbara	expires October 2014
CELCAB	Pontius	Rex	expires October 2015
CELCAB	Simpson	Betty	expires October 2014
CELCAB	Smith	Cherie	expires October 2014
CELCAB	Spuhler	Ceel	expires October 2014
CELCAB	Werner	Becky	expires October 2015
CELCAB	Wolf	Lorrie	expires October 2015
CRAB	Carballo	Olga	expires October 2015
CRAB	Greer	Miffie (Mary)	expires October 2014
CRAB	Condon	Corky	expires October 2015
CRAB	Halladay	Elizabeth D.	expires October 2014
CRAB	Kemp	Bobbi	expires October 2015
CRAB	Mandel	Carla	expires October 2014
CRAB	Weeg	Keri Hendry	expires October 2014
LPA	Bodenhafer	Chuck	expires October 2015
LPA	Durrett	Al	expires October 2014
LPA	Kakatsch	John	expires October 2015
LPA	Plummer	Jane	expires October 2015
LPA	Shamp	Joanne	expires October 2014
LPA	Steele	James H.	expires October 2014
LPA	Zuba	Hank	expires October 2014
MRTF	Andre	Tree	expires October 2014
MRTF	Clark	Cheryl	expires October 2015
MRTF	Denegre	Cristina	expires October 2014
MRTF	Pine	Peter	expires October 2014
MRTF	Thompson	Glen	expires October 2015
MRTF	Veach	Bill	expires October 2015
MRTF	Weeg	Keri Hendry	expires October 2014
PSC	Butcher	Bruce	expires October 2014
PSC	Durrett	Al	expires October 2014
PSC	Mack	Alice	expires October 2014

PSC	Scopel	Tony	expires October 2015	
PSC	Kakatsch	John	expires October 2014	
PSC	Myers	Tom	expires October 2015	
PSC	Wray	Jim	expires October 2015	
HAC Chair	Bassett	A J		
HAC	Kakatsch	John		
HAC	Plummer	Jane		
HAC	Santini	Fran		
HAC				
HAC	Shamp	Joanne		
HAC	Durrett	Al		
C AC	Pohland	John		